

# **LCMS NORTHERN ILLINOIS DISTRICT**

## **Call Process Guidelines Commissioned Ministers**

NID Steps for Calling a Commissioned Minister

LCMS Northern Illinois District School Ministry Department

2301 S. Wolf Rd., Hillside, IL 60162

708-223-3112

[lois.stewart@nidlcms.org](mailto:lois.stewart@nidlcms.org)

[sue.green@nidlcms.org](mailto:sue.green@nidlcms.org)

## CALL PROCESS for COMMISSIONED WORKERS

### 1. **Ministers of Religion – Commissioned Guidelines for Calling New or Colloquy Graduates**

#### **Calling a new graduate from one of the Synodical Universities**

- The calling congregation submits a Candidate Request Form to obtain names. This is found at [cusapps.cus.edu](http://cusapps.cus.edu).
- Placement Director sends the candidate(s) credentials to calling congregations for their consideration.
- The calling congregation will choose which candidates to interview.
- When a new candidate is chosen, the congregation will contact the placement director at the appropriate university to designate the candidate.
- The congregation completes the Call Documents and send to District Office for President's signature.
- District Office forwards to placement director who gives them to the candidate.

#### **Calling a person who completed colloquy but has not yet received an initial call**

- Complete all Call Documents ([cusapps.cus.edu](http://cusapps.cus.edu)).
- Send the Call Documents to the District Office for the President's signature.
- The Northern Illinois District School Ministry Department will send them to the placement director who will send them to the candidate.

### 2. **Completing Call Documents for First-Call Candidates, which includes Colloquy graduates**

- Representative of the calling body signs the Diploma of Vocation and the middle of page 6.
- All fourteen (14) pages of the original Call Documents are sent to the NID SMD.
- Page ten (10) signed by the Northern Illinois District President and SMD office will send all 14 pages to the university for placement.
- The university sends Call Documents to the candidate.

#### **Responsibilities of the Concordia University from which the Candidate graduated or completed Colloquy**

- The university submits the candidate's name to the Council of Presidents for placement.
- The university send verification of graduation/completion date to the NID SMD.

### **Responsibilities of Newly Called Candidates for the first time**

- The candidate signs and returns page 6 of the call documents to the calling body.
- The candidate informs the university and district that they are accepting the Divine Call. They will return pages 11 and 12.
- The candidate requests membership in the LCMS by signing a form, which is included with the call documents by the university and is to be returned to the NID SMD.
- The candidate works with the pastor of the congregation to set an installation date.
- The candidate completes a form (enclosed with call documents) indicating the date and officiating pastor. The candidate returns the form to the NID SMD once the date is set.

### **Responsibilities of the Northern Illinois District Office**

- The Northern Illinois District Office prepares an authorization form to commission and install. It is signed by the District President and sent to the officiating pastor.
- A copy of the completed commission and installation form will get put on file at the District Office after it is returned with the signature of the officiating pastor. The original is sent to Synod.

### **Responsibilities of Installing Pastor**

- Sign the authorization to install and return it to the Northern Illinois District Office.

### **3. Obtaining Call Documents**

Call documents are downloaded from [https://www.holybytes.com/cop/call\\_docs](https://www.holybytes.com/cop/call_docs). The documents must be completed on a computer. You may contact the Northern Illinois District Office for user name and password as those change from time to time. Contact Lois Stewart at [lois.stewart@nidlcms.org](mailto:lois.stewart@nidlcms.org).

The instructions for completing the documents are available to be downloaded. It will help as you navigate the screen and complete the forms correctly.

The Diploma of Vocation (first page of the call documents) must be printed on a neutral (light) colored parchment paper and on a color printer. The rest of the paperwork should be printed on plain white paper and require no color in the printing.

### **4. Call documents for Commissioned Ministers – in the field**

- See Quick Checklist (appendix A)
- Call documents to a worker in the field who is already a commissioned worker, may be sent directly to the candidate. A photocopy should be sent to the NID SMD (no color is necessary) to notify the District a call has been issued.
- Whether the Call has been accepted OR declined, the District Office should be notified.
- If the call is accepted, the calling congregation needs to notify the NID SMD of the installation date. An installation form will be prepared by the District Office and signed by the President. This will authorize the pastor to install the new worker.
- The pastor needs to sign the form and return it to the NID SMD.

**5. Protocol for accepting/declining Divine Calls for Commissioned Ministers – in the field**

**Acceptance of the Call:**

- Write a letter to the current congregation to notify acceptance of the Divine Call and ask for a peaceful release from the current call.
- Write a letter to the calling congregation informing them that the Holy Spirit has led acceptance of the call.
- Sign page 6 of the call documents, keep a copy for yourself, and return the original with the letter of acceptance.
- Send the appropriate pages in your call documents to the appropriate districts notifying them of the decision; page 11 goes to the district you are going and page 13 goes to the district you are leaving. Page 12 is not used.

**Declination of the Call:**

- Letters are written to both congregations stating your decision.
- The call documents must be returned to the calling body.
- Notify your current district about your decision.

See Call Process templates for documents that can be edited.

Mike Zimmer, School Missions Facilitator [mike.zimmer@nidlcms.org](mailto:mike.zimmer@nidlcms.org)

Lois Stewart, School Services Coordinator [lois.stewart@nidlcms.org](mailto:lois.stewart@nidlcms.org) (708)223-3112